

## LSW/LCSW Frequently Asked Questions:

1. **How do I become a school social worker?**
  - a. You will need to contact the Division of Professional Standards located within the Department of Education. There website is located at <http://www.doe.state.in.us/dps/>.
2. **How do I become a licensed social worker?**
  - a. You will need to download an application and instructions from our website under the social worker section.
3. **How much is the application fee?**
  - a. The application fee is \$50
4. **Do you have temporary licenses?**
  - a. Yes. Temporary licenses are issued after your application is approved for the exam or after the Board receives verification that you hold a license in another state.
5. **How long are temporary licenses valid?**
  - a. Temporary licenses are valid for 180 days or until the Board receives notification that you have passed or failed the exam.
6. **Are temporary licenses renewable?**
  - a. Yes, you can renew a temporary license a maximum of three (3) times.
7. **I am finished with my course requirements and have graduated however my transcript will not show my degree until a later date, what should I do?**
  - a. You will need to wait until your degree is conferred on your transcript.
8. **Can I submit a transcript that I received in the mail from my school with my application?**
  - a. No, you must request that your school mail the transcript to our office or you can request a transcript in a sealed envelope and mail it along with your application.
9. **Can I hand deliver my application to your agency?**
  - a. Yes. However, your supervision forms and transcripts must be in sealed envelopes.
10. **Does my supervisor have to be a licensed social worker or clinical social worker?**
  - a. Yes, if you are applying for a LSW with a bachelor's degree your supervision must have been performed by a LSW or LCSW. If you are applying for a clinical social worker license your supervision must have been performed by a LCSW.
11. **I am in the middle of my supervision and have decided to change jobs, should I have my current supervisor fill out a supervision form now?**
  - a. Yes, have your supervisor fill out the form and place it in a sealed envelope and keep it in a safe place until you are ready to apply for your license?
12. **What do I do if I cannot locate my supervisor or my supervisor is deceased?**
  - a. You will need to fill out the supervision form to the best of your ability and attach a **notarized** statement explaining the reasons that you are unable to locate your supervisor.
13. **After I am approved to take the exam, how long does the Board hold my application?**
  - a. One (1) year.
14. **Does the Board give exam extensions?**
  - a. No.
15. **I failed my licensure exam, how long do I have to wait to re-take it?**
  - a. 90 days
16. **How do I purchase a study guide for the exam?**
  - a. For information regarding study guides please visit the following website:
    - i. LSW or LCSW – <http://www.aswb.org/>
17. **Is a degree in social work required?**
  - a. Yes. In order to become a LSW or LCSW in the State of Indiana you must have a BSW or a MSW from a CSWE approved university.
18. **How do I find out if a university is CSWE approved?**
  - a. You can visit the CSWE website located at <http://www.cswe.org/>.